



*Serving With Pride The
Township of Manalapan
and the
Borough of Englishtown*

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Dear Parents and Guardians,

I want to thank you for your due diligence in letting our schools know when your child is positive for COVID-19 and helping to keep our students and staff safe. When COVID-19 first began, we never believed it would last this long; but, unfortunately, it has. We have and will continue to work closely with the local health department and follow the guidance of the New Jersey Department of Health. We have followed their guidance thus far, and it has been extremely effective in minimizing the spread of the virus in schools.

Every time we are notified of a student or staff member that has tested positive for COVID-19, we begin our process of contact tracing. Contact tracing includes determining close contacts, determining timelines, and notifying close contacts. This process can take several hours per positive case. Although we recognize the importance of contact tracing and strive to complete it as efficiently as possible, very few identified close contacts have actually tested positive for COVID-19, and even then, it is almost impossible to determine from whom they contracted the virus. Our quarantining and close contact guidelines and daily data can be found on our [COVID-19 page](#).

Our nurses are certified as contact tracers and have been responsible for contact tracing since the beginning of the pandemic. Often, they spend their weekends and nights working long hours to identify possible close contacts. Therefore, we are asking you to please notify us as soon as possible if your child is positive for COVID-19. Our nurses, along with our assistant principals, will continue to do their best to address positive cases as soon as they are notified, but if we receive notification later in the afternoon, at night, or on the weekends, we may not begin contact tracing until the next school day.

If your child is positive for COVID-19, please email your school nurse and principal immediately. If you do not hear back from them or the assistant principal, please begin quarantining. For those that are close contacts, you may not be notified until the next school day. Unfortunately, I recognize that this may be an inconvenience.

Also, please understand that the nurses are following the guidelines of the Health Department. Although it may be upsetting and you may not agree with them, please respect that they are following the proper procedures.

Thank you for your understanding and cooperation.

Sincerely,

Nicole Santora, Ed.D.
Superintendent of Schools